

STATE OF NEW JERSEY ENFORCING THE UNDERAGE DRINKING LAWS SUBGRANT PROGRAM QUARTERLY NARRATIVE REPORT

On a separate sheet, please supply the information requested referencing the item number. The heading of the report should contain the following information: subgrantee name, project, subgrant number and report number.

1. List each project objective (as described in your application) and describe progress in completing related activities for each objective (including but not limited to activities described in your work plan.). Quantify the percentage of completion for each activity. (Sample Format: 'Objective:;, >Activity:;, >Activity:;, >Activity:;')
 2. Describe, if applicable, how the project is progressing toward reaching its goal. Illustrate how in time line form how you are reaching key milestones, including project deliverables. Be specific in describing the impact of actions taken and provide supporting documentation.
 3. Identify any problems and potential remedies. Describe any unintended consequences of the project--positive and negative. How are you addressing negative consequences?
 4. Describe efforts to promote public awareness of project (if applicable).
 5. Describe progress toward program evaluation during the reported quarter. You should plan for continuous self-assessment for the project. You should summarize progress to date. *Quantify and provide analysis* of evaluation results to date.
 6. Describe project activities planned for next quarter.
 7. If your project involves training, state the type of training provided, the number of trainees and hours of training completed by target audience.
 8. List any outside training attended by staff as part of the subgrant.
 9. List the number and hours devoted by volunteers to the project this quarter (if applicable).
 10. Please describe any problems with timely reporting and actions taken to resolve the problems.
 11. List the dates of any budget revisions.
- ★ **ALL OF THE ABOVE QUESTIONS MUST BE ANSWERED IN THIS SPECIFIED FORMAT, EACH TIME YOU FILE YOUR QUARTERLY REPORTS. PLEASE INDICATE AN/A@ TO ANY QUESTION THAT DOES NOT PERTAIN TO YOUR SUBGRANT.**